

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST****KAMPALA****2. AGENCY****STATE****3a. POSITION NO.**

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

**ASSISTANT MOTOR POOL  
SUPERVISOR/DISPATCHER****FSN-6**

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)****ASSISTANT MOTORPOOL  
SUPERVISOR/DISPATCHER****7. NAME OF EMPLOYEE****8. OFFICE/SECTION****U.S.EMBASSY KAMPALA**

a. First Subdivision

**ADMINISTRATIVE OFFICE**

b. Second Subdivision

**GENERAL SERVICES OFFICE**

c. Third Subdivision

**MOTORPOOL SECTION**

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Under supervision of Motor Pool Supervisor, plans, directs and coordinates the use of motor vehicles and chauffeurs to provide efficient transportation services to the Embassy.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

The Incumbent helps plan, direct and coordinate motor vehicle operations for the entire Mission. Spot checks motor pool and takes necessary action to maintain and improve efficiency of operations. Plans and directs vehicle use and driver assignments and establishes priorities in demand for vehicles. Establishes work schedules for drivers and directly supervisors 20 drivers. 50%

The Incumbent helps plan vehicle maintenance to insure maximum availability of vehicles. Keeps track of all vehicles sent out for repairs. Periodically inspects the appearance of vehicles and ensures every morning the vehicles are clean and ready to duty. 20%

The Incumbent will be in charge of the Mission's shuttle program. Will ensure the shuttle program is run effectively by being at the warehouse every morning before the shuttles depart. 15%

Serves as acting Motor Pool Supervisor in the absence of the MP Supervisor. For official visits, Incumbent will attend all countdown meetings and be the main point of contact for control officers.

15%

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school (both 'O and A' level) is required.

b. Prior Work Experience

Three years hands-on experience in general administration involving planning, prioritizing, coordinating and directing resources and people is required.

c. Post Entry Training

N/A

b. Language Proficiency: List both English and host country language(s) by level and specialization.

Level III spoken and written English ability (good working knowledge) is required.

c. Knowledge

Must have a good knowledge of data management, safety and maintenance practices. Familiarity with local traffic laws and patterns is required.

d. Skills and Abilities

Must have a valid local driver's license minimum of class B. Must have multi-tasking ability and an aptitude to exercise judgment in making the best use of equipment and personnel resources; in managing priorities, making recommendations and providing customer service to all.

#### 16. POSITION ELEMENTS

a. Supervision Received

General Services Officer.

b. Available Guidelines

State Department Regulations.

Auto Repair Manuals, Auto Part Procurement Manuals and Mission Orders.

c. Exercise of Judgment

Substantial, outlined in the job description.

- d. Authority to Make Commitments  
Schedule repairs with contractors. To use expendable supplies and to commit vehicles.
- e. Nature, Level and Purpose of Contacts  
U.S. Direct Hire, fellow FSNs, Managers of outside garages to schedule repairs and Managers of Supply stores for the purchase of spare parts.
- f. Supervision Exercised  
Substantial, outlined in the job description.
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
One year.